

Lucas High School

Transcript Request Form

Lucas High School
Transcript Request
5 First Ave
Lucas OH 44843

Phone: 419-892-2338
Fax: 419-892-1138

The transcript of an academic record is an “educational record,” as defined by JO-R. In addition to academic information, it may contain personally identifiable and directory information such as date and place of birth, high school graduation date, etc. Except as provided by law, it is only released upon prior written consent of the student.

Notes:

- Allow 3-5 working days for processing
- All financial obligations must be paid before transcripts will be released.
- Use a separate form for each different mailing address to which you desire transcripts sent.
- Transcript reflects credit courses only.
- **Print** (lines will print) and **return** this form to Lucas High School either by mail or fax

Please print or type clearly and carefully in all areas below.

I hereby authorize Lucas High School to release the transcript of my academic record.
Signature and date must be hand written

Signature:	
Date:	

Mail transcript to: (Please print clearly)

Note: Transcripts sent directly to a student are marked “unofficial”; a third party may not accept these transcripts.

Graduation Date:	
Non-graduates, list last date attended:	
First Name:	
Middle Name:	
Last Name:	
Maiden/Former Name(s):	
Current Address:	
City	
State, Zip Code:	
Telephone Number:	
Date of Birth:	

Would you like this faxed to you or mailed to you?

Y N



For Office Use Only

Date Issued:	
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WE ARE UNABLE TO PROCESS YOUR TRANSCRIPT REQUEST BECAUSE OF UNPAID HIGH SCHOOL FEES. PLEASE CONTACT THE OFFICE TO FIND OUT HOW TO TAKE CARE OF THESE OBLIGATIONS.